

# City of Greenbelt

## City Manager's Report

### Week Ending January 22, 2021

1. As memorialization of Cpl. Chris Peters was underway as of the date of this report, we extend deepest condolences to the Peters family. Greenbelt is a richer and safer place because of Cpl. Chris Peters' service. I thank Council, Chief Bowers and employees throughout the Police Department and City for their care and attention to Chris and her family. Employees and residents are encouraged to talk to counselors when ready to do so via the employee assistance resources or Greenbelt CARES.
2. Please find enclosed separately a confidential memo on legal and personnel matters.
3. Please take a moment to review the material emailed to Council on Wednesday regarding Saturday's work session. The Novak Group's material will help you prepare for the discussion. A hard copy is being sent today.
4. Congratulations to Tim Houchens on his upcoming retirement! Well-deserved after over 30 years of taking care of City buildings and facilities. This weekend, a team of Public Works employees will be touring facilities and learning about their needs from Tim one last time. It takes that many people to make up for Tim's knowledge and personality.
5. Please confirm availability for the next Business Coffee. As of the date of this report, only four responses have been received.
6. Human Resources is working with department heads to coordinate submission of staff information for vaccinations. Material was anticipated to have been sent by the date of this report. Our understanding is that Council has already received invitations. If you have not, please advise; staff anticipated sending Council's contact information to the County just to ensure everyone who desires is vaccinated.
7. Signed the engagement letter for Davenport and Associates to support the City's long-range financial planning. Thank you for accepting the recommendation.
8. Participated in the Metropolitan Washington Council of Governments (MWCOC) Chief Administrative Officers' inauguration briefing.
9. Staff processed COVID-19 related five housing assistance grants via the non-profit GILA fund. Another four grants were processed for utilities.
10. Charise Liggins shared that the Co-op Grocery and Pharmacy successfully earned County licensing to allow curbside beer and wine. Thank you to Charise for providing technical assistance. As we encourage support for the Co-op Grocery and other local establishments that now offer "to go" beverages, let us remind everyone to not drink and drive.
11. Council's Comcast stakeholder work session has been rescheduled to March 3rd.
12. Teleconferenced with the facilitator of Saturday's Council goal session. Prepared an update on activities related to Council's 2020 work plan.

13. Discussed how to recognize business relief grant review panelists for their service. Also considering how to announce business relief grant recipients and promote their businesses.
14. Teleconferenced with staff and City Solicitor regarding personnel, legal and budget matters.
15. Attended the Greenbelt Museum sponsored lecture on historic Green Book travel guide locations in Maryland, including Prince George's County.
16. **Assistant City Manager**
  - a. Emergency management due to COVID-19.
  - b. Met with the Museum Director.
  - c. Researched and monitored State Legislation.
  - d. Prepared for a CRAB Meeting.
  - e. Met with the City Treasurer regarding FY 2022 Budget preparations.
17. **City Treasurer/Finance**
  - a. Reviewed budget with Police Team
  - b. Reviewed budget with IT Lead
  - c. Began entering budget numbers in Master Budget
  - d. Met with representative from State Assessment Office who agreed to forward previously-sent tax assessment information.
  - e. Processed purchase orders and vendor checks.
18. **Information Technology**
  - a. Reviewed WiFi security settings
  - b. Reviewed IT budget from Finance
  - c. Began outlining Youth Center door security for employees
  - d. Attended Everbridge Administrators meeting - virtual
19. **Economic Development**
  - a. 3 businesses engaged to discuss second round of Paycheck Protection Program
  - b. 4 businesses engaged about resources for women of color entrepreneurs
  - c. 3 businesses COVID-19-related check-in
  - d. US Chamber of Commerce CO Event - Small Business Update Webinar
  - e. International Council for Shopping Centers (ICSC) – Location Data 2021 Webinar
  - f. International Council for Shopping Centers (ICSC) – 2020 Holiday Season Recap Webinar
  - g. Bisnow – Opportunity Zones Webinar
  - h. Maryland Economic Development Association Directors Meeting
  - i. Working with the Public Information Office on digital toolkit for businesses

cc: Department Heads  
David Moran, Assistant City Manager  
Mary Johnson, Human Resources Officer  
Bonita Anderson, City Clerk